

Position title: Medical Laboratory Technician (weekend morning shifts)

Location: Toronto, Ontario

Status: Part time

Reports to: Laboratory Supervisor

About the company

Founded in 2016, Anova Fertility & Reproductive Health is the newest health centre in Canada exclusively focused on reproductive medicine and women's health. Anova Fertility and Reproductive Health is the leader in innovation, education and communication for high quality, humanized fertility and reproductive care. We are the international standard for successful reproductive health and fertility centres that are committed to making the right to family accessible to everyone. We are known for our culture of support, our effective process and our holistic approach to patient care. By doing what we love, sharing what we learn and celebrating success, we encourage each other to achieve and grow, and we are role models for our community.

About the position

As a casual part time Medical Laboratory Technician, you will support the Clinic by working weekend morning shifts, including on long weekends. Reporting to the Lab Supervisor, you will perform and be fully proficient in all phlebotomy procedures associated with the diagnostic and therapeutic treatment services provided by Anova Fertility & Reproductive Health. You will collect blood and other specimens from patients in a timely manner, check the quality of blood and prepare specimens for testing while following established standards and practices. You will be responsible for maintaining patient result records, lab documents, log sheets and chart results. Crucially, you will share management's passion for being the international standard for successful reproductive health and fertility centres and for making the right to family accessible to everyone.

Major Responsibilities

- Support Clinic by conducting quality tests
- Perform audits of equipment to ensure that this functions correctly
- Assist with maintenance of equipment and cleaning of laboratory
- Ensure that records are current, correct, complete, legible and traceable
- Comply with safety and security procedures and use equipment in prescribed manner
- Collect and store specimens according to established procedures
- Explains process of specimen collection in calm and friendly way
- Ability to understand supervisor's instructions
- Match laboratory forms to specimens and labels these as required
- Package specimens for transport

- Store specimens according to required temperature, place samples in appropriate collection containers
- Check all test requisitions or computer label against script to ensure 100% correct
- Follow different procedures as outlined by protocols
- Maintain strict confidentiality and security of records and patient information

Qualifications and Requirements

- Medical Laboratory Technician diploma
- Current BLS or OSMT certification required
- ASCP phlebotomy certification preferred
- At least 1 year of experience working in clinical laboratory, specifically in drawing blood and using centrifuge
- Experience doing collecting specimens, labeling specimens, and shipping specimens
- Availability to work Saturday and Sunday shifts (7:00 a.m. to approximately 1:00 p.m.) including on statutory holidays
- Documented training in all areas of the clinical laboratory
- Ability to work with laboratory equipment with minimal supervision
- Knowledge of regulatory standards and compliance requirements
- Strong organizational, prioritizing and analytical skills
- Working knowledge of relevant software applications
- Track record of punctual attendance and schedule adherence
- Strong communication and interpersonal skills
- Thoroughness and keen attention to detail

Personal Profile

- Sincere interest in helping people
- Empathy and strong customer service orientation
- Comfortable working in team environment
- Conscientious, punctual and dependable
- Friendly, calm, welcoming demeanour
- Responsive to changing priorities
- Professional and positive attitude

How to apply: if you are interested in joining a growing organization that is passionate about being the international standard for successful reproductive health and fertility centres, please send us your resume and cover letter.